

Utah Interpreter Certification Board Bylaws

Article I. Statutory Authority

“Advisory Board” or “Board” means the Interpreter Certification Board (ICB) created in section 35A-13-603

Article II. Governance

These bylaws govern the proceedings, activities, and organization of the ICB in conjunction with Utah State open meeting law and Roberts’ Rules of Order.

Article III. Powers and duties of the ICB

The ICB shall function as an advisory board to the director of USOR and under the director's direction shall provide recommendations for rules, policy, budgetary matters, appropriate passing score for applicant examinations, and standards of supervision for individuals in training to become certified interpreters. The ICB shall also make written recommendations to the director regarding certification, renewal, reinstatement, and re-certification actions; and acts as the presiding officer in conducting hearings associated with adjudicative proceedings and issue recommended orders as designated by the director.

Article IV. Composition of the Interpreter Certification Board 35A-13-603

The ICB consists of the following 11 members

- A. a designee of the assistant director
- B. a designee of the State Board of Education
- C. a designee of the State Board of Regents
- D. four professional interpreters, recommended by the assistant director
- E. four individuals who are deaf or hard of hearing recommended by the assistant director

Appointment and Term

- A. All appointments will be made by the director of USOR.
- B. An ICB member may not serve more than two consecutive, three year terms.

C. Any vacancy on the ICB shall be filled in the same manner as the original appointment. Any member appointed to fill an unexpired term shall still be eligible to continue on the ICB under their own appointment, should they so desire.

Resignation or Removal

A. Any ICB member may submit a letter of resignation to the director of USOR. The resignation will be effective 30 days from receipt of the letter.

B. Any ICB member may be summarily removed from the ICB under the following conditions:

1. Malfeasance
2. Neglect of duty
3. Poor attendance

Attendance

Members shall be required to attend at least 75 percent of the regularly scheduled ICB meetings. Upon missing two consecutive meetings without just cause, a member's attendance may be reviewed for action by the director of USOR.

Article V. Duties of Chair and Vice chair

Duties of the Chair

Chair: The duties of the Chair may include, but are not limited to:

- Preside over meetings
- Develop meeting agendas
- Oversee ad hoc committees

Vice Chair: The duties of the Vice Chair may include, but are not limited to:

- Assist the Chair as needed
- Conduct meetings in the absence of the Chair.

Executive Staff Assistant: The duties of the Executive Staff Assistant may include: but are not limited to:

- Keep the minutes of all ICB meetings
- Track the attendance of ICB members at meetings
- Distribute information to ICB members
- Any other duties as required by the Chair or the DSDHH representative

Article VI. Committee Structure

All committees may include members of the ICB and other interested parties from the public. Committees report to the ICB and function in an advisory capacity only. The ICB may require assistance from time to time on specific issues or in development of new procedures. Committees are established by an indication of interest by the ICB and a vote on the establishment. Committees are recommended by the ICB and approved by the director of USOR.

Article VII. Communication Policy

All ICB meetings will be held in American Sign Language. Members of the ICB with an ability to use ASL are encouraged to do so, however, each individual ICB member may choose to use their preferred language. ASL/English interpreters will be provided for all official ICB functions. ICB materials will also be provided in alternative formats for those members and guests who make such a request within 20 business days of a meeting.

Article VIII. Meetings

ICB Meetings will be held a minimum of four times a year, once during each quarter. The ICB may vote to meet more frequently. The meetings will be held at such a time as to facilitate attendance by ICB members.

Closed meetings may be held if:

A **quorum** is present, and **2/3** of the Board Members, present at the Open Meeting, vote to approve closing the meeting. The reasons for holding the closed meeting, the location of the closed meeting, and the vote by name of each member of the Board, either for or against the motion to hold the closed meeting, must be publicly announced and entered on the minutes of the open meeting at which the closed meeting was approved.

An ordinance, rule, regulation, contract or appointment may not be approved at a closed meeting.

Establishment of a quorum: A quorum shall consist of the presence of five ICB members, with a minimum of one Deaf representative and one interpreter representative present.

Action: No ICB member will be represented by a non-board member nor shall an ICB member be allowed to cast a vote by written or verbal proxy.

Minutes: A written record shall be kept of all ICB meetings and made available according to Utah Open and Public Meetings Act Official meeting minutes shall be made available to board members, and posted on the UIP website. All meetings will be recorded and a record shall be kept of each board meeting for 5 years.

Article IX. Compensation and Reimbursement of ICB members

All ICB members serve on a voluntary basis and shall not be compensated for their time in serving on the ICB.

Article X. Revision of Bylaws

These bylaws may be amended at any time with the vote of a two-thirds majority at any regularly scheduled meeting. Any revisions are not considered valid until approved by the director of USOR.

Last Revised: 2018